

MEDIA / GRAPHICS ASSISTANT

Job Details

Agency : Town of Islip, New York

Office : Public Information

Title: Media / Graphics Assistant

Summary and Responsibilities

The Town of Islip is currently seeking a qualified professional to assist in meeting the public information goals of Islip town and to further engage our employees. Research, strategizing, planning, implementation and execution are key characteristics for further accomplishments in this position. The applicant will assist in providing services and information to specific groups of people and engage key stakeholders and recipients.

The successful candidate must have demonstrable skills in:

- Creating digital marketing collateral.
- Graphic design as well as experience with Web design and HTML.
- Desktop publishing and graphic design elements using software to produce publication-ready materials.
- Social media platforms including but not limited to Facebook, Twitter etc.
- Creativity to develop social media strategies to engage followers.
- Utilization of PDF's and Adobe along with advanced proficiency in Microsoft Office Suite.
- Content automation platforms that assist with streamlining the creation, management, publishing and delivery of business-critical content.
- Carrying out verbal and written exercises, including professional telephone and email etiquette.
- Self-evident determination with a motivational attitude.

Interested candidates must forward a cover letter, resume and salary requirements to:

Fax (631) 244-5771 or email Personnel@townofislip-ny.gov

The Town of Islip does not discriminate in employment practices of race, creed, color, national origin, sex, age, disability, marital status or arrest records.